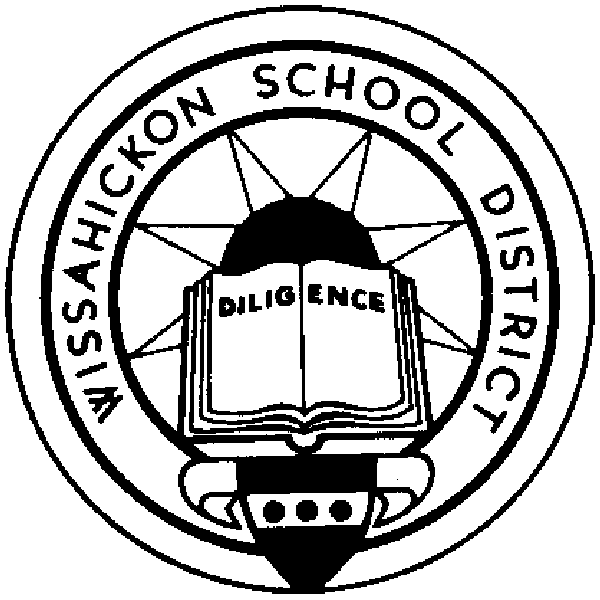
**WISSAHICKON GRADUATION PROJECT**

2015-2016

Faculty/Student Manual



*521 Houston Road, Ambler, Pennsylvania 19002-3599*

*(215)619-8112*

*Fax (215) 619-8113*

*i s s a h i c k o n H i g h S c h o o l*

***W***

Dear Student and Parent/Guardian,

As part of your high school graduation, every senior is required to complete a graduation project by the Pennsylvania Department of Education. The purpose of the project will include research, writing and an oral presentation to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding. Projects may be completed individually or by a group of students. This is a culminating project in one or more areas of concentrated study under the guidance and direction of the high school faculty. Wissahickon High School provides two project coordinators who assist in the monitoring, administration and project completion. Mrs. Sue Inderbitzin and Mr. David Perrine are the project coordinators for WHS senior projects.

The graduation project must be completed by senior year. Juniors will select a project, submit a proposal and have it approved by one of the project coordinators. The project must be completed by the end of the third marking period of senior year. During the fourth marking period, students will present their paper and provide an oral summary of the project to a “three member project panel”. A rubric and project portfolio (including journal entries, log sheet, checklist and presentation artifacts) will be used for both the written and oral presentations for final verification of the projects completion and success.

The development of a Graduation Project requires self-motivation and multiple opportunities in the utilization of course work across all content areas. Time management, organization and hard work are essential in meeting the requirements and various deadlines. Your positive effort and attention to the time lines and checklist should enable you to complete your project successfully.

Many Graduation Projects have provided valuable support to a number of local and national community based efforts. Invest in your project; take interest in the results and thank you in advance for your cooperation in this educational experience.

Sincerely

Lyn Fields

Principal

**Wissahickon School District Graduation Project**

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**PROJECT OVERVIEW**

At Wissahickon High School, through our graduation project, students will ultimately develop their own perspectives on civic engagement and the communities’ needs around them. Community service is essential in a participatory democracy.

Students will gain knowledge in order to answer the following questions:

1. What are the characteristics of service?
2. What is the value of service?
3. How does volunteering model behavior we believe should be a part of our community?

Also, students will identify and discuss vital issues in their communities or organizations as it relates to their topic.

Finally, students will create insights/solutions for these vital issues.

**PROJECT COORDINATORS**

**Mrs. Susan Inderbitzin Mr. Larry Cannon**

Student Last Names: A-J Student Last Names: K-Z

Room: K11/K13 Room: C08

215-619-8112 ext 8811 215-619-8112 ext 8308

[sinderbitzin@wsdweb.org](mailto:sinderbitzin@wsdweb.org) [lcannon@wsdweb.org](mailto:lcannon@wsdweb.org)

**Moodle site:**  <http://wsdmoodle.mciu.org/course/view.php?id=538>

**High School Website:** <http://www.wsdweb.org/page.cfm?p=1668>

**\*\*\* All documents in this Manual can be found on the Moodle or on the WHS website\*\*\***

**CATEGORY QUALIFICATIONS**

**Community Service & Internship**

**Community Service Qualifications:**

* Tasks completed during community service must be arranged before hours begin and explained in full detail on Contract Proposal form
* Mentor must be service organization supervisor

***Experience must assist student in answering the core questions for Paper/Presentation:***

|  |  |
| --- | --- |
| **Job aspect of Service:** | **Community aspect of Service:** |
| 1. How will you lead and organize within this service? 2. What tasks need to be completed to fulfill your service? 3. Must raise awareness of your topic:    1. Flyers    2. TV advertisements   (pre-approval needed in advance) | 1. Observe & research how your service benefits the community    1. Who benefits?    2. How does the community benefit?    3. How could the service be improved to benefit the community more? |
| ***Essential Question:***  How will completing this project expand your knowledge of the needs of the community and the impact you have provided the community? | |

**Community Service/Graduation Project 2014-2015 Examples:**

* Teen Talk Line
* Wissahickon Valley Public Library
* MANNA on Main Street
* Continental Realty Internship
* Sebastian Therapeutic Horse Riding Volunteer
* Whitpain Recreation Association Coach (create practice plans, game strategies, etc)
* Beautifying/Enhancing Wissahickon and/or surrounding community (murals, gardens, IEs, etc)
* Valley Forge Historic Park (educational tours, workshops, etc)
* Artman Lutheran Home (retirement & nursing home)
* Relay for Life (Team Captain)

**CATEGORY QUALIFICATIONS**

**Community Service & Internship**

**Internship Qualifications:**

* Tasks completed during internship must be arranged before hours begin and explained in full detail on Contract Proposal form
* Mentor must be owner/supervisor of company or office

***Experience must assist student in answering the core questions for Paper/Presentation:***

|  |  |
| --- | --- |
| **Job aspect of Internship:** | **Community aspect of Internship:** |
| 1. How will you lead and organize within Internship? 2. What tasks need to be completed to fulfill Internship? 3. Observe, interview, & research the Intern site:    1. Departments of company    2. History of company    3. Services provided by company    4. Advertising by company   -target group | 1. What services does the company provide to the community? 2. Who benefits from the services provided by the company? 3. What is the company’s role in the community? 4. How could you improve the company to better serve/benefit the community and company?    1. Advertising?    2. Charity?    3. Organization? |
| ***Essential Question:***  How will completing this project expand your knowledge of the needs of the community and the impact you or company have provided the community? | |

***Internship Ideas:***

* Intern for a local, state, or national legislator/politician
  + Whitpain Township Building
  + State Representative Todd Stephens
* Intern in a private industry, a newspaper, day care/camp center, nonprofit organization
  + Impact Thrift Store
  + Law firm internship
  + Abrahamson Center for Jewish Life
  + Wissahickon Valley Public Library
* Apprentice with a local craftsman or company

**GRADUATION PROJECT REQUIRED ASSIGNMENTS**

1. **Contract Proposal Form**
   1. Details project plan, tasks, hour completion timeline, mentor, etc
2. **Fall Check-in Form**
   1. Form completed to monitor project progress
3. **Time Log & Journal Evaluation Form #1**
   1. Details tasks completed during the first 20 hours required
   2. Journal entries:
      1. 5 entries required
      2. Must cover questions within “Job” and/or “Community aspect of project (can be found on pages 5-6)
      3. Can expand on specific points in time that may deal with: planning, working with others, learning, frustrations, celebrations, etc.
   3. Mentor completes Evaluation Form & provides signature
   4. All components must be completed to earn credit
4. **Time Log & Journal Evaluation Form #2**
   1. Details tasks completed during the first 20 hours required
   2. Journal entries:
      1. 5 entries required
      2. Must cover questions within “Job” and/or “Community aspect of project (can be found on pages 5-6)
      3. Can expand on specific points in time that may deal with: planning, working with others, learning, frustrations, celebrations, etc.
   3. Mentor completes Evaluation Form & provides signature
   4. All components must be completed to earn credit
5. **Reflection Paper**
   1. 5-7 page account of project experience
      1. Expand on specific points of entire project that dealt with: planning, working with others, learning, frustrations, celebrations, etc.
   2. Answers Core Questions within the “Job” and “Community” aspect of Project:
      1. Refer to either Community Service or Internship Qualifications
      2. Any research used must be cited
   3. Answers the Essential Question of the project
6. **Oral Presentation**
   1. 8-12 minute organized presentation with visual aid
   2. Verbally share contents required for Reflection Paper
   3. Presentation will be graded by school administrators, faculty members, parents, & community members

**PROJECT ASSESSMENT**

Wissahickon’s Graduation Project is an independent study that does not require attendance in a seminar class. However, the Graduation Project “class” is displayed on student schedules for a few reasons. The student schedule will state which Project Coordinator the student is assigned and should report to for any assistance. Additionally, this Project is on each schedule to record the assigned Requirements and monitor progress through a pass/fail grade on the Sapphire Grading System for each marking period. These grades will assess components completed based on their assigned due dates and is separate from the final grade for the Graduation Project. In other words, if your student does not turn in their Contract Proposal form on time, he/she could earn an “F” on the report card for the Marking Period or even the semester for the “class” of Grad Project.

**Grading**

To assist in the comprehension of grades for the specific components, a Checklist is included in this manual. This form shows the project components, grades, and final project grade. Please note that even though project components add up to 100 points, every component must be completed. This final grade out of 100 points will be recorded on the student’s transcript as either Pass or Fail, based on 65 points equaling a passing grade.

**Rubrics**

At the end of this manual, rubrics for the Reflection Paper and the Oral Presentation are included to additionally assist each student with their Graduation Project.

**Deadlines**

A Checklist is included in this manual, which states the Due Dates for each Graduation Project components. The purpose of these specific due dates is to ensure that each student’s project progresses at an appropriate pace throughout their senior year. These deadlines can also be found on the Graduation Project Moodle site.

**Coordinator & Mentor Responsibilities**

**Project Coordinators**

The project coordinators administer all aspects of the graduation project. Specific duties include advising staff, parents and students; grading all project components; keeping a database of student progress; serving as liaison to the administration; and promoting all essentials to staff, parents, and community.

**Project Mentor**

Each student must have a mentor. The mentor can be selected from among the pool of faculty volunteers, or be any adult member of the community whose experience supports the student’s intent. The mentor should support and evaluate the student throughout the Graduation Project.

Wissahickon High School

Graduation Project Checklist

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Components** | **Date Due** | **Date**  **Completed** | **Grade** | **Grad Project**  **Coordinator**  **Initials** |
| **Initial Contract** | Wednesday  April 22, 2015 |  | / 10 |  |
| **Final Contract Approval**  **(Mentor signature)** | Wednesday  May 13, 2015 |  | /10 |  |
| **Fall Check-in Form** | Wednesday  Oct. 7, 2015 |  | / 10 |  |
| **Time Log**  **& Journal**  **Evaluation Form #1** | Wednesday  Dec. 19, 2015 |  | /15 |  |
| **Time Log**  **& Journal**  **Evaluation Form #2** | Wednesday  March 9, 2016 |  | /15 |  |
| **Reflection Paper** | Wednesday  April 13, 2016 |  | / 20 |  |
| **Oral Presentation** | June 2015  In School-- TBD |  | / 20 |  |
| **FINAL GRADE:** |  |  | = 100 |  |

|  |
| --- |
| Comments: |

Wissahickon High School

Graduation Project Contract Proposal

Step 1: Due Wednesday April 22, 2015

* Use link on Moodle to acquire form & Share to: [GradProject2015@gmail.com](mailto:GradProject2015@gmail.com)
* OR submit directly to Mr. Cannon or Mrs. Inderbitzin

-------------------------------------------------------------------------------------------------------------------------

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Other #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Directions:*** Complete this form in its entirety in order to receive full credit and have your project idea qualify for approval.

* **Title of Project**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Circle which Category your project belongs:

**Community service OR Internship**

* Identify the name of the site where you are completing your project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach a brochure, pamphlet, website homepage, and/or contact information of the organization, business, and/or charity you are working with to complete your hours.**

* Identify & describe the type of tasks you will be completing for your project **(be specific):**
* How do these tasks fulfill the Graduation Project requirement of improving the community?

**\*\*\*Form continues on back\*\*\***

* Explain what you hope to have accomplished at the halfway point (20hrs) of your Graduation Project.
* Identify the month you will begin your required 40 hrs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify the month you plan on completing your required hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify any Wissahickon students you plan on working with for your Grad Project:

**----------------------------------------------------------------------------------------------------------------------**

**Commitment/Authenticity Oath**:

“I understand all of my responsibilities in completing this project, including meeting all deadlines, handing in the time log, written report, and completing the oral presentation. I also understand that all work on my Graduation Project must be my original work. I will properly cite all sources used in accordance with school district policy. Any plagiarism will invalidate my project and will jeopardize my graduation.”

Have you discussed your project with your parent/guardian? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Potential Mentor**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 1 on pgs 10-11 must be submitted & approved**

**by the Grad Project coordinators before**

**Step 2 on pages 12-13 is submitted**

Wissahickon High School

Graduation Project Contract Proposal

Step 2: Due Wednesday May 13, 2015

* Submit directly to Mr. Cannon or Mrs. Inderbitzin

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You are required to obtain an adult who accepts the responsibility to monitor the progress of your project, verify the completion & evaluation of the required hours, and if necessary act as sponsor during any school-held events.

* + Ex: WSD faculty member Or representative from outside organization
  + **If project is WSD based, mentor MUST be a faculty member**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Mentor**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**----------------------------------------------------------------------------------------------**

**Technology & Project Awareness Contract**

If doing a commercial**, give written proposal minimum of 1 month before to Mrs. Brasch for approval.** Student must provide story boards and title/conclusion slides. If doing posters around the school, you must meet with Mr. Cairnes prior to gain his approval.

* Type(s) of advertisement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(flyer, commercial, Facebook, etc)

* Where distributed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mrs. Shuman or Mrs. Brasch 12th gr. Assistant Principal

(if advertised in school)

**\*\* Two I/E periods will be offered per cycle by TV lab to assist with any commercial editing needed. \*\***

Wissahickon High School

Graduation Project for Murals/Mosaics

**Approval Process Form**

**\*\*\*Any project related to beautifying the school or questions for approval of a project directed to Ms. Fields by the graduation project coordinators, must follow the process below:**

1) Turn into Ms. Fields the following:

🞏 Picture or Rough Draft of Mural/Mosaic

🞏 Suggested Location for Mural/Mosaic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Where you are getting your supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Explanation of how this pertains to a Community Service Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

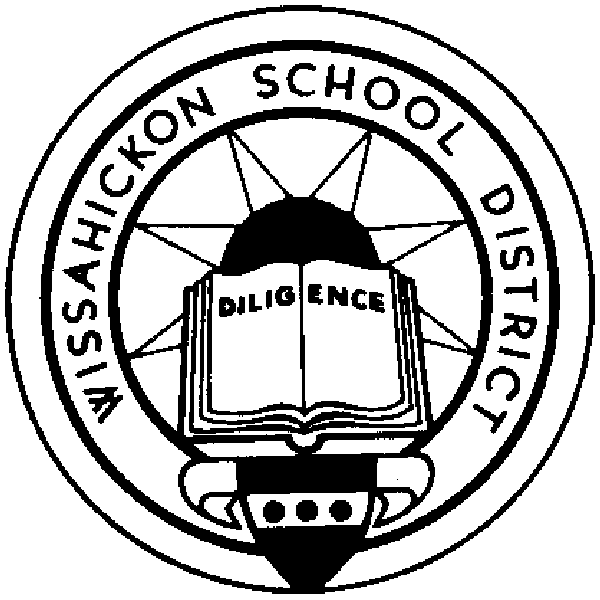
Your e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) After Ms. Fields approves please arrange a meeting with District Building Supervisor, Mr. Gerry Moore and the High School Building Supervisor, Mr. Todd Covell

🞏 [gmoore@wsdweb.org](mailto:gmoore@wsdweb.org) (contact via email)

🞏 [tcovell@wsdweb.org](mailto:tcovell@wsdweb.org)

(General Questions/Comments): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



***W*** *i s s a h i c k o n H i g h S c h o o l*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*521 Houston Road, Ambler, Pennsylvania 19002-3599*

*(215)619-8112*

*Fax (215) 619-8113*

Dear Mentor,

Thank you for agreeing to be a part of our graduation project program. Enclosed are the requirements for the Wissahickon High School graduation project. Please read through the manual prior to the start of the student arriving to work with you. The student should begin their experience by completing a contract proposal that includes identification and description of the tasks they hope to complete. The proposal should include your signature.

The student will also be responsible for completing journal entries that address Core Skill Questions that relate to community issues within your field and possible solutions. Discussions centered on these journal entries would be beneficial.

Finally, we would like to thank you in advance for taking the time to work with a student of the Wissahickon School District. We hope that the experience can be beneficial for both of you. If you should have any questions, need clarification, or have any concerns, please do not hesitate to contact us.

Sincerely,

Mrs. Sue Inderbitzin Mr. Larry Cannon

Graduation Project Teacher Graduation Project Teacher

Students with last names Students with last names

Beginning A-J Beginning K-Z

[sinderbitzin@wsdweb.org](mailto:sinderbitzin@wsdweb.org) [lcannon@wsdweb.org](mailto:lcannon@wsdweb.org)

**----------------------------------------------------------------------------------------------**

**Mentor, please verify that you have received the following:**

\_\_\_ ☐ Mentor letter ☐\_\_\_ Copy of Contract proposal form

\_\_\_☐ Website to view Contract ☐ \_\_\_ Mentor Evaluation Form

**Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PILOT Application—Due April 23rd**

**Submit Application to Principal in the Main Office**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Idea (Area of Interest):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classes you are taking next year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are you hoping to gain from this experience? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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General Plans for Proposal:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you believe you should be chosen for this Pilot Program?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_YES \_\_\_\_ NO Parents have provided permission for project exploration.

\_\_\_\_ YES \_\_\_\_ NO I have contacted an outside facilitator for this project.

\_\_\_\_ YES \_\_\_\_ NO I understand and am able to provide my own transportation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature/Date Parent Signature/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Project Coordinator Signature (Inderbitzin or Cannon)

**Grad Project Fall Check-In Form**

**Due Date:** Wednesday, October 7th **(must know Event Date by this time)**

**Collection:** Give to your HR teacher on due date

(if it’s late, you must submit it yourself to your coordinator)

**-------------------------------------------------------------------------------------------------------------------------------**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Directions:*** Complete the entire form below as it relates to your project.

|  |  |
| --- | --- |
| **Questions:** | **Answers:** |
| 1. Grad Project Topic: |  |
| 1. Has your Topic changed since Contract Proposal was submitted in the spring?   **\*\*\**If changed you must complete another Contract Proposal form ASAP*** |  |
| 1. Has your Mentor changed since the Contract was submitted in the spring? |  |
| * 1. Name of potential Mentor:   2. Contact information: |  |
| 1. Are you working with any other students on the project? |  |
| * 1. List the students |  |
| 1. Have you started your required hours? |  |
| * 1. If not, when will the hours begin? |  |
| 1. Are you organizing an Event for your project? |  |
| * 1. Event date:   2. Event location: |  |
| * 1. Explain whether you have made arrangements yet with location site & materials needed for event.   *\*\*\*If event is held at WHS, must reserve school space, date, & supplies with the Activities Office)* |  |

**Any questions or concerns you have regarding your project, please identify below or provide a time when you would like to meet with your coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* Will receive a Failing grade if assignment is not submitted to Mr. Cannon or Mrs. Inderbitzin**

**Wissahickon High School Graduation Project**

**20 hr Time Log Form**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR: \_\_\_\_\_\_\_\_\_\_\_\_\_

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Project Tasks | Time  of Day | Hours  of Work | Total  Time |
| (sample)  3/15/xx | Met w/ parents/coaches (sample) | 7-9:30 | 2.5 | 2.5 |
| (sample)  3/18/xx | Created flyer & practice schedule (sample) | 4-6 | 2 | 4.5 |
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**Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wissahickon High School Graduation Project**

**20hr Mentor Evaluation Form**

Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTIONS:**

**Mentor, please circle each standard as Commendable, Competent, or Not Yet Competent**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards:** | **Commendable**  **Achievement**  **(3pts)** | **Competent**  **Achievement**  **(2pts)** | **Not Yet**  **Competent**  **(0pts)** |
| Requirements | Minimum of 20 hours completed according to Contract Proposal’s approved timeline | Minimum of 20 hours completed for project  (hours submitted late) | Required 20 hours are not yet complete |
| Work Habits  & Attendance | Timeline of tasks laid out in Contract Proposal are completed in a timely fashion | Project tasks are completed with support and/or periodically behind schedule | Project tasks are not completed without support or is extremely behind schedule |
| Communication | Outstanding ability to relate & communicate with others connected to project | Ability to relate & communicate with others connected to project is adequate | Does not or struggles to relate & communicate with others connected to project |
| Learning  Cycle | Core Skills of community service established in Contract Proposal are fulfilled during required hours & observed in journal entries | Core Skills of community service established in Contract Proposal are beginning to be observed during project tasks & journal entries | Core Skills of community service established in Contract Proposal not observed during required project hours or in journals entries |
| Student-Mentor Meetings | Student has met with Mentor throughout these 20 hours, going beyond expectations | Minimal meetings have occurred between student and mentor. | Student has rarely or never met with Mentor |

Additional comments/feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Criteria: To be filled out by Graduation Project Coordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| Points Earned: | = /15 | = /10 |  |

**Total Points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wissahickon High School Graduation Project**

**Final Time Log Form**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR: \_\_\_\_\_\_\_\_\_\_\_\_\_

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Project Tasks | Time  of Day | Hours  of Work | Total  Time |
| (sample)  3/15/xx | Met w/ parents/coaches (sample) | 7-9:30 | 2.5 | 2.5 |
| (sample)  3/18/xx | Created flyer & practice schedule (sample) | 4-6 | 2 | 4.5 |
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**Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wissahickon High School Graduation Project**

**Final Mentor Evaluation Form**

Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTIONS**:

**Mentor, please circle each standard as Commendable, Competent, or Not Yet Competent**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards:** | **Commendable**  **Achievement**  **(3pts)** | **Competent**  **Achievement**  **(2pts)** | **Not Yet**  **Competent**  **(0pts)** |
| Requirements | Minimum of 20 hours completed according to Contract Proposal’s approved timeline | Minimum of 20 hours completed for project  (hours submitted late) | Required 20 hours are not yet complete |
| Work Habits  & Attendance | Timeline of tasks laid out in Contract Proposal are completed in a timely fashion | Project tasks are completed with support and/or periodically behind schedule | Project tasks are not completed without support or is extremely behind schedule |
| Communication | Outstanding ability to relate & communicate with others connected to project | Ability to relate & communicate with others connected to project is adequate | Does not or struggles to relate & communicate with others connected to project |
| Learning  Cycle | Core Skills of community service established in Contract Proposal are fulfilled during required hours & observed in journal entries | Core Skills of community service established in Contract Proposal are beginning to be observed during project tasks & journal entries | Core Skills of community service established in Contract Proposal not observed during required project hours or in journals entries |
| Student-Mentor Meetings | Student has met with Mentor throughout these 20 hours, going beyond expectations | Minimal meetings have occurred between student and mentor. | Student has rarely or never met with Mentor |

Additional comments/feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Criteria: To be filled out by Graduation Project Coordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| Points Earned: | = /15 | = /10 |  |

**Total Points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wissahickon School District Graduation Project**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Written Presentation Rubric:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria**  **Point Value** | **Commendable**  **Achievement**  **5** | **Competent**  **Achievement**  **3** | **Not Yet**  **Completed**  **0** |
| **Learning Cycle** | Core Skills are addressed: reflection, thinking, planning and evaluation. | Core skills are addressed: reflection, thinking, planning and evaluation w/ assistance. | Core skills are not in evidence. |
| **Work Habits** | Deadlines are met and hard copy submitted. | No more than 1 day late submitting hard copy. | More than 1 day late submitting hard copy. |
| **Content** | Strong development of ideas | Sufficient evidence of ideas | Minimal evidence of content |
| **Organization & Conventions** | Strong arrangement of ideas with transitions with evident control of grammar mechanics and sentence formation | Functional arrangement of ideas and transitions with sufficient control of grammar mechanics and sentence formation | Minimal evidence of idea organization and conventions |
| **Points Earned= /20** | | | |

***\*\*\*Judges, please circle each standard as Commendable, Competent, or Not Yet Competent***

**Oral Presentation Rubric:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria**  **Point Value** | **Commendable**  **Achievement**  **5** | **Competent**  **Achievement**  **3** | **Not Yet**  **Completed**  **0** |
| **Knowledge**  **of Content** | Effectively integrates information and demonstrates a comprehensive grasp of the topic. | Integrates information and shows an understanding of the topic. | Limited use of knowledge and is not clear about the topic. |
| **Presentation Format**  **& Time** | Engages the audience. Flow of presentation is logical and smooth. Summarizes and ends presentation – begins on time. | Introduces topic.  Presentation is good in terms of logic and flow.  Summarizes – begins a bit late. | Lacks preparation summary and formal time. |
| **Delivery/Timing &**  **Audience** | Effective presentation: dress, eye contact, use of notes and voice. | Presentation is good in terms of eye contact, dress, voice and reliance on notes. | Presentation techniques need work. |
| **Visual/Technical**  **Support** | Effectively integrates visual/technical aids in presentation. | Visual aids available but not as well integrated into presentation. | Uses no visual/technical aids. |
| **Points Earned= /20** | | | | |